

ADP's Third-Party Access Program Power Programs eStore Authorization Process

Welcome to ADP's Third-Party Access Program eStore Authorization Process. Power Programs is a member of ADP's Third-Party Access Program at the Managed Bi-Directional level and requires access to data on your DMS.

To provide this access, **a dealership employee with the proper authority** must complete the authorization process below. If your dealership does not have a specific list of people with this authority in place with ADP, please see the list of titles at the end of this document that are generally accepted as having the authority to allow vendor access to dealership data.

Following the steps below, it is quick and easy to complete.

To complete the authorization process, please follow the steps below:

STEP 1: Type or click on the link below:

https://portal.dealersuite.com/eStore/faces/pages/customer/index_3PA.jsp?store=PowerPrograms

If you are already a member, please skip Step 2. If you have any issues logging in, please call ADP at 877.483.9171, option 3.

STEP 2: To login as a new member, you must register first:

1. Click **Register Now**. Read agreement – click **I accept** at the bottom of the page to accept usage terms.
2. Enter your CMF number. This is your account number commonly used when opening a case with support. *If you do not know your CMF (client number) contact your dealership's system administrator or contact ADP at 877.483.9171, option 3*
3. Enter your user information (name, email, job title, phone, etc).
4. Finish by clicking **Add New User**.
5. Once complete, you must call ADP Support at 877.483.9171 option 3, or your Dealership's System Administrator to set your ID to the appropriate clearance level.
6. Enter the URL provided above in Step 1 and continue with Step 3 below.

STEP 3: Enter your ID and Password, then click "login".

DEALERSUITE LOGIN

DEALERSUITE MEMBERS

DealerSuite members please login.
Login & Password are case sensitive.

DealerSuite ID:

Password:

LOGIN

Forgot your user ID or password? [Click here to reset](#)

NEW USERS

New users, to login you must register first.

REGISTER NOW

It's fast, easy and FREE

You'll gain access to these features:

- ADP Products & Services
- Web-based Training
- ADP Support Solutions
- ADP Alliance
- ADP Documentation
- Plus much more!

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- STEP 4:** Once logged in, Click "Power Programs Integration to ADP Install Now"
- STEP 5:** Review and select the appropriate product
- STEP 6:** Click on "Addendum PDF". Please open and review before proceeding
- STEP 7:** Click "Add to Cart" (quantity of 1) on the upper right side of the screen
- STEP 8:** Confirm the quantity for your order then click "Check Out". There is **no charge for this authorization process** and your purchase will display a price of \$0.00
- STEP 9:** Review and print your order, then click "Continue"
- STEP 10:** Review your billing and shipping information. Enter requested information, then click "Continue"
- STEP 11: Complete the process by reading and accepting the agreement. Click "Place my Order Now" to submit your order.**

Dealer Group Instructions

Each dealership site or location must approve the authorization process. For dealerships with multiple sites, the basic addendum process is similar to the instructions above, except:

For dealership groups with a **single sign-on ID and password for all sites** (CMF#), you must log on with the single sign-on ID and password for each dealership site (CMF#) and complete the authorization process. Once the authorization process is complete for one site, you must log off of that site and log on with the next site (CMF#).

For dealership groups with **individual sign-on ID and passwords per site** (CMF#), you must log on with each individual sign-on and password for each dealership site (CMF#) and complete the authorization process. Once the authorization process is complete for one site, you must log off of that site and log on with the next site (CMF#).

Dealership Authority to Grant Vendor Access to Data

The following dealership titles are generally accepted as having the authority to sign for vendor access to dealership data, however, if your dealership has provided ADP with designated signatories, only those designated signatories will be acceptable:

President	Vice President	Secretary
Dealer/Dealer Principal	Partner	Chief Executive Officer
General Manager	Assistant Secretary	Chief Financial Officer
Controller	Comptroller	Chief Information Officer
Director (from Board of Directors)	Managing Partner	Business Manager
Treasurer	Member (LLC only)	Managing Member (LLC only)